

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 17, 1988

ALL-COUNTY LETTER NO. 88-45

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: TITLE IV-E INDEPENDENT LIVING SKILLS PROGRAM  
INCENTIVE PAYMENTS AND ADDITIONAL CLAIMING  
INSTRUCTIONS

REFERENCE: ALL-COUNTY INFORMATION NOTICE NO. I-85-87 AND  
ALL-COUNTY LETTER NO. 87-161

This letter is to provide Counties with information regarding recent Federal Government approval for incentive payments which may be made to adolescents aged 16 and over who are Title IV-E participants in the Independent Living Skills Program (ILSP) and to provide Counties with claiming instructions concerning the 20 percent of the total County ILSP allocation that may be claimed by County Welfare Department (CWD) social services workers performing case management activities for Federally-eligible ILSP children. The final allocation is attached with a 20 percent administration cap column.

Incentive Payments

"Incentive Payments" are defined as "reasonable" rewards for youth to motivate the youth to participate in and to successfully complete Independent Living Skills training. Incentive payments are not to exceed \$50 per month per youth.

"Reasonable" is a common sense approach taking into consideration costs within a particular County. Reasonable would not include such items as VCRs, TVs, or payment of a reimbursable item such as transportation, etc.

Rewards may be in the form of cash payments for class attendance, accurate and completed homework assignments, successful ILSP training completion, lunches, pots/pans to help youth in later establishing a household, etc. No comprehensive list can be developed. Any rewards offered must be made available to all Title IV-E youth participating in the ILSP

training at an equitable rate. For example, if one youth is offered \$1.00 to attend class, the same rate of \$1.00 is offered to all participating Title IV-E youth to attend class. It would be inappropriate to offer one adolescent \$1.00 and to offer another adolescent \$1.01.

No incentive payments are to be made to foster care parents or to group home providers.

Counties using incentive payments as part of the ILSP are to develop a printed incentive payment policy for the program. For Federal Fiscal Year 1987/88, a copy of the County's printed policy for incentive payments is due to the Department for review by June 30, 1988. For other Federal Fiscal Years, County revised incentive payment policy will be submitted with the program plan as specified.

#### Time Study and Claiming Instructions for the Independent Living Skills Program (ILSP):

##### Case Management Activities

A maximum of 20 percent of the total ILSP allocation to each County may be spent by CWD social services workers performing for Federally-eligible children ILSP case management activities, such as assessing the need for ILSP services, developing the ILSP services plan and referring the child to services providers. Time spent performing these activities for Federally-eligible children is to be identified on the Social Services Worker Time Study (DFA 46), line EE-ILSP-Administrative. The salaries, benefits and allocable support costs associated with these hours are to be reported as an "ILSP-Administrative" cost throughout the administrative expense claim.

Counties may use more than 20 percent of their total allocation for ILSP case management activities only with prior written approval of the State.

##### CWD Provision of Direct Services Activities

Time spent by CWD social services staff providing to Federally-eligible children direct ILSP services, such as independence counseling, is to be identified on the DFA 46, line FF-ILSP-Services. The salaries, benefits, and allocable support costs associated with these hours, as well as ILSP service-related costs reported on the Direct Cost Detail Schedule (DFA 325.1B) are to be reported throughout the administrative expense claim on a line entitled "ILSP-Services."

Time spent by social services staff and first-line supervisors on ILSP Administration or Services activities on behalf of Nonfederal foster case children must continue to be recorded to either the Family Reunification-Nonfederal or Permanent Placement Program-Nonfederal, as appropriate, on the Social Services Worker Time Study (DFA 46, lines J or K, respectively).

#### Direct Costs:

Costs such as ILSP contracted services, incentive payments, or work- or training-related expenses are to be reported on the DFA 325.1B as "ILSP-Services." Indicate the type of cost and, if a purchase of service, the name of the contractor and the contract number.

Counties which have received written approval for spending in excess of 20 percent of the total allocation for ILSP case management activities may charge the excess to either Permanent Placement or Family Reunification, as appropriate.

#### Administrative Activities

The continuous time reporting instructions for administrative activities provided in ACL 87-16 are no longer applicable since case management activities will now be time-studied to ILSP administration. The services and benefits of staff performing any ILSP administrative support activity are not to be direct charged to the ILSP; but, rather, are to be claimed in the appropriate Allocable Support, Personal Services Cost Pool.

Effective with the July-September 1988 quarter, the time reporting methodology and claiming of these salaries and benefits will be in accordance with each County's approved Annual Time Reporting Plan.

#### Training

Costs of participation by CWD social workers in any ILSP training may be directly charged to the ILSP. For CWD social services staff receiving training, allowable costs are salaries and benefits, travel, and per diem. Time spent by CWD social services staff in ILSP training is to be recorded to Nonallocable, line HH, on the DFA 46. The salaries and benefits in proportion to these hours are directly charged to the ILSP-Services as a Personal Services cost on the DFA 325.1B rather than as a Staff Development cost.

All ILSP costs are to be reported throughout the administrative expense claim and identified as 100 percent Federal funds on the Social Services Fund Distribution form (DFA 327.7A).

State Contacts

Questions regarding the Independent Living Program time study and fiscal claiming instructions should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046.

Questions regarding Independent Living Program implementation issues should be directed to Ms. Beverly Gronlund of the Family and Children's Services Policy Bureau at (916) 323-6514.



LOREN D. SUTER  
Deputy Director  
Adult and Family Services

Attachment

cc: County Welfare Directors Association  
Community College Foundation

# ALLOCATION

FCIS October 1, 1985 to September 30, 1986 Foster Care Caseload Aged 16-19

COUNTIES	Foster Care Caseload Total (A)	Foster Care Caseload Title IV-E Eligible (B)	DO% Administration Cap*	Final Allocation (C)
ALAMEDA	938	298	82,264	411,329
ALPINE	1	1	276	1,380
AMADOR				
BUTTE	164	48	13,251	66,254
CALAVERAS	22	11	3,037	15,183
COLUSA	5	2	552	2,761
CONTRA COSTA	503	163	44,998	224,989
DEL NORTE	27	12	3,313	16,564
EL DORADO				
FRESNO	317	99	27,330	136,649
GLENN	28	19	5,245	26,226
HUMBOLDT	98	46	12,699	63,494
IMPERIAL	73	45	12,423	62,113
INYO	29	9	2,485	12,423
KERN	202	88	24,293	121,466
KINGS	53	26	7,178	35,888
LAKE				
LASSEN				
LOS ANGELES	3,853	1,785	492,766	2,463,831
MADERA	43	27	7,454	37,268
MARIN	84	11	3,037	15,183
MARIPOSA	9	7	1,932	9,662
MENDOCINO	28	12	3,313	16,564
MERCED	132	65	17,944	89,719
MODOC	10	9	2,485	12,423
MONO				
MONTEREY	133	39	10,766	53,832
NAPA	94	26	7,178	35,888
NEVADA	35	5	1,380	6,901
ORANGE	534	140	38,648	193,242
PLACER	105	30	8,282	41,409
PLUMAS	19	4	1,104	5,521
RIVERSIDE	518	133	36,716	183,580
SACRAMENTO	521	217	59,905	299,525
SAN BENITO	11	4	1,104	5,521
SAN BERNARDINO	822	288	79,505	397,526
SAN DIEGO	1,144	244	67,359	336,793
SAN FRANCISCO	468	177	48,863	244,313
SAN JOAQUIN	344	138	38,096	190,481
SAN LUIS OBISPO	106	37	10,214	51,071
SAN MATEO	264	45	12,423	62,113
SANTA BARBARA	142	25	6,901	34,507
SANTA CLARA	612	204	56,316	281,581
SANTA CRUZ	141	15	4,141	20,704
SHASTA	187	69	19,048	95,241
SIERRA	4	3	828	4,141
SISKIYOU	19	13	3,589	17,944
SOLANO	336	82	22,637	113,184
SONOMA	137	49	13,527	67,635
STANISLAUS	242	92	25,397	126,987
SUTTER	33	15	4,141	20,704
TEHAMA	62	26	7,178	35,888
TRINITY	7	2	552	2,761
TULARE	169	108	29,814	149,072
TUOLUMNE	18	2	552	2,761
VENTURA	179	43	11,871	59,353
YOLO	64	21	5,797	28,986
YUBA	38	17	4,693	23,465
GRAND TOTAL	14,135	5,096	1,406,800	7,033,999